

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – On-Call HIP Residential Inspection Services Consultant**

Solicitation Number: RFQ 25-117; RFx 6100019176

Description: The City of San Antonio Neighborhood and Housing Services Department (NHSD) is seeking qualified and licensed Real Estate Inspectors to provide residential inspection services under the Homeownership Incentive Program (HIP). This program offers down payment and closing cost assistance to first-time homebuyers purchasing either existing homes or completed new construction homes within San Antonio city limits (Council Districts 1-10).

Applicable Product Categories:

96847 – Inspection Services, Construction Type

96145 – Inspection and Certification Services

Date Issued: July 18, 2025

Due Date & Time: August 18, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on July 25, 2025, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2346 921 9152 | **Meeting Password:** HIP2025

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m378349bb9a7e43b967479e3759bdfa74>

Staff Contact Person: Gregory Desir, Procurement Specialist III, Gregory.Desir@sanantonio.gov

Evaluation Committee Voting Members:

Vanessa Jimenez, Affordable Housing Administrator, Neighborhood and Housing Services Department
Cheryl Lardy, Contract Manager, Neighborhood and Housing Services Department
Ignacio Mariscal, Fiscal Manager, Neighborhood and Housing Services Department
Oluwatoyin Alale, Senior Management Coordinator, Neighborhood and Housing Services Department
Richard Ross Castillo, GMA Quality Assurance Senior Analyst, Neighborhood and Housing Services Department

The following restrictions on communications apply to City solicitations. Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.



Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until **4:00 p.m., Central Time, on July 29, 2025**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

Gregory Desir, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gregory.Desir@sanantonio.gov

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.

